Colchester Public Schools
Application for Approval of Field Trip

Shortened day dismissal at 11:40

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and **two weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 6/1/23

Field Trip Information

Applicant Name: Keith Morrissette	**Method of Transportation:** School Bus
School: WJJMS	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): 8th Grade Band/Chorus	**Number of Students:** 75
Date(s) of Trip: May 24, 2024	**Number of Day(s) of Trip:** 1
Event: Six Flags Trip	
Destination: Six Flags New England	**Phone Number:** (413)786-9300
Address (for each destination): 1623 Main St., Agawam,MA	**State:** CT
Time of Departure From School: 1:15PM **Time of Arrival Back at School:** 9:15PM	**Special Clothing and/or Equipment Required:** music tshirt

Student Cost Information

***Cost to Student:** $ $20-$75	**Suggested Student Pocket Money:** $ $20

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Keith Morrissette	**Cell Phone:** [redacted]
2. **Name:** Lynn Goodwin	**Cell Phone:** [redacted]

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Six chaperones will be recruited a month in advance.

Administrator Signatures

Applicant Signature Keith Morrissette

Administrator's Signature ☑ Recommended ☐ Not Recommended

Superintendent's Signature ☑ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date:	☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Cost Form

Date(s) of Trip: May 24, 2024

Event: Six Flags Trip

M&J Bus(es) ONLY

Number of Students:

75

Estimated Hours for trip: 8
(Add 1 hour pre/post trip)

Number of Buses: 2

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:	$40	
Miscellaneous Fees per student:	n/a	
Total admission and miscellaneous fees:	$40	
Cost of Bus	TBD	
Total Field Trip ***Cost per Student:**	$40+Bus	

Additional Costs:

Number of Substitute Teachers	n/a
Rate per Day	
Special Education costs	n/a
Cost Associated if Nursing Required	n/a
Total ***Cost to District:**	0
Total ***Cost of Trip:**	$20-$75

Alternate funding for trip provided by: Music Activity Fund

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21